

*BEST COPY*

*AVAILABLE*

1. A determination is made thru a combination of periodic review, contact with the Gene Officer and by review of the required reports. An amendment is determined necessary when there is a modification of the project, operational necessity for change of contracts, etc., or any substantial amendment to the project which would invalidate the provisions of the Admin Plan.
2. Not applicable to PP Staff.
3. By discussion with Gene Officer and if possible with the PA and then tailoring the Admin Plan to the specific situation rather than using "standard" paragraphs of other plans.
4. Yes, except in more complex situations in which Admin Plans are desired. Operational loans are encouraged and used in lieu of gifts where appropriate.
5. The use of appendices or tabs to Admin Plans on large projects seems highly desirable for general informational material or detailed guidance material and would facilitate amendment coordination.
6. Not applicable to PP Staff.
7. By discussion with the Gene Officer and usually by examination of files, documents, etc.; there hasn't been any problem on intrusion into operations.
8. On a "direct" project (other than ██████████ proprietary) if there is any problem or question on whether or not the accounting will be made strictly in accordance with Agency Regulations, it is necessary to have an Admin Plan or Fiscal Annex. Projects involving large sums or with complicated funding problems should also have a Plan or Annex.
9. Informal meetings are held with representatives of the various offices involved (Comptroller, Budgeteer, Director, etc.) prior to the drafting of a Plan or Annex for general conference on technical and complex matters prior to formulation of a first draft of the Plan.
10. Primarily by tailoring the Plan to the specific requirements of project and not resorting to the "earmarked" paragraphs which have been developed over the years to fit any and all situations.
11. Not applicable to PP Staff.
12. The details of Staff and expenses and contributions such as taxes, allowances, etc., should not be contained in the Admin Plan or Fiscal Annex but should be a part of the contract with the employee concerned.

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